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THIRD ANNUAL CATALOGUE

FOR YEAR ENDING
JUNE 5, 1919

MONTREAT NORMAL SCHOOL

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FOR YOUNG WOMEN

MONTREAT

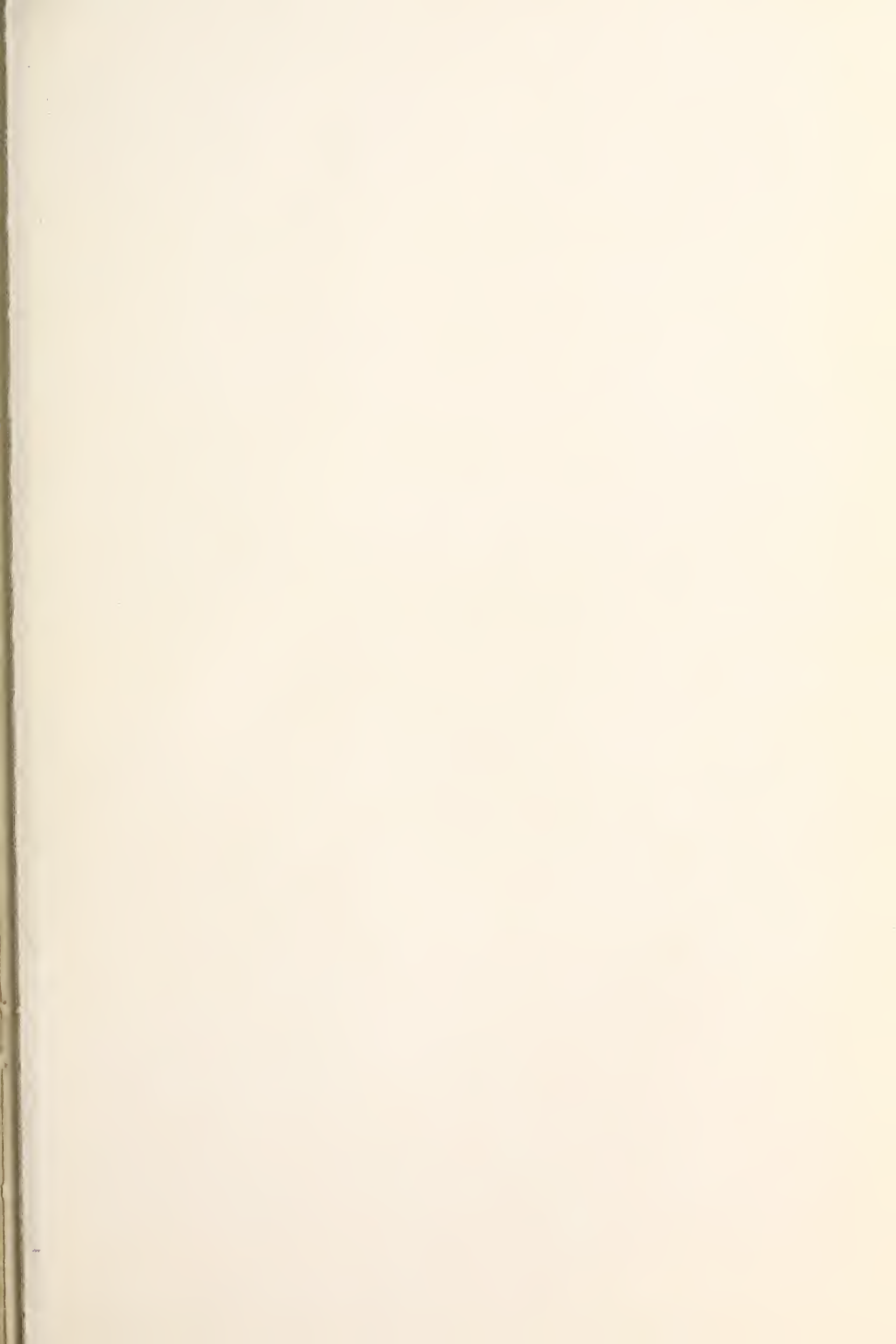
NORTH CAROLINA

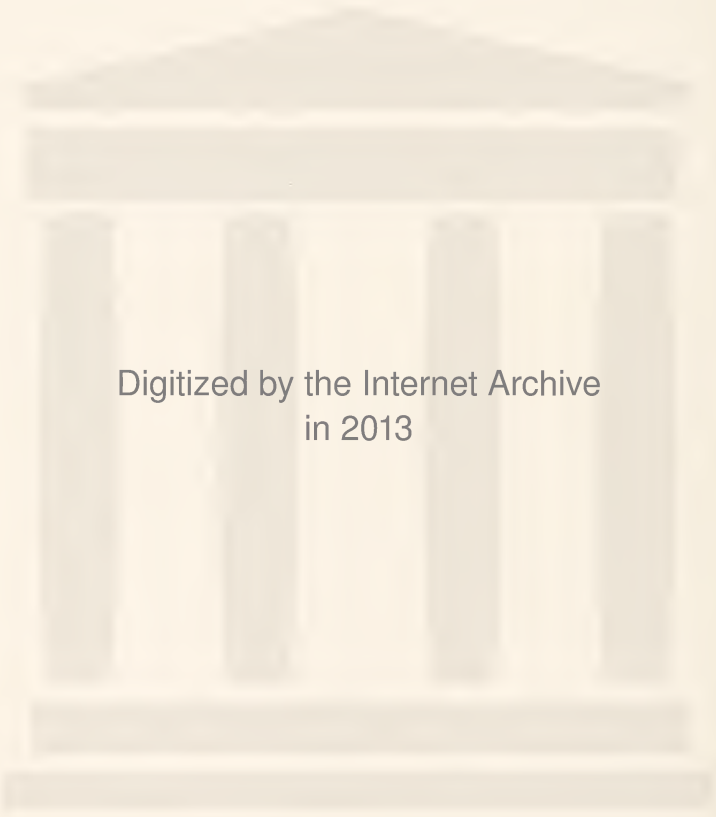
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MONTREAT NORMAL SCHOOL

FOR YOUNG WOMEN

MONTREAT

NORTH CAROLINA

EXECUTIVE COMMITTEE

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REV. R. C. ANDERSON, Treasurer

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FACULTY 1918-1919

MISS FRANCES McLEOD BOWMAN, A.B.

Principal

Psychology and Pedagogy

MRS. RICHARD B. WILLIS, Dean

(Mary Baldwin Seminary)

English, History, Bible

MRS. MARY M. MILLER

(Bryn Mawr College)

Latin

MISS IRENA L. FOREMAN, A.B.

(Lake Erie College)

Mathematics and French

MISS SUSANNE JONES

Household Economics and Science

MISS IRENA L. FOREMAN, A.B.

Physical Culture

MR. AND MRS. CROSBY ADAMS

Department of Music

CALENDAR 1918-1919

Fall Semester begins Wednesday, September 11, 1918
Christmas Vacation begins Saturday, December 21, 1918
Christmas Vacation ends Tuesday, January 7, 1919
First Semester ends Friday, January 31, 1919
Second Semester begins Monday, February 3, 1919
Commencement Day, June 5, 1919

New students may enter at any time, but it is best to enter on September 11th or February 3rd. The charge will be from the date of entrance.

THE LOCATION

IN the "Land of the Sky," the heart of the Blue Ridge Mountains of North Carolina, sixteen miles east of Asheville, is Montreat, 2,600 feet above sea level, in a region unsurpassed for healthfulness of climate and beauty of scenery. The surrounding mountains are clothed to the summit with virgin forests. The transparent streams, that form the head waters of the south fork of the Swannanoa, as they dash over masses of rock and form numberless cascades, not only add to the charm of the landscape, but furnish an abundance of pure water to the town and sufficient power to the electric plant. Montreat has the modern conveniences of water supply, sewerage and telephone. These features, together with the quiet seclusion from the outside world, renders Montreat an ideal place for a school.

ESTABLISHMENT

In 1915, Rev. R. C. Anderson, President of the Mountain Retreat Association, authorized by the Association, offered to the General Assembly of the Presbyterian Church in the United States, to be used for a Normal School, such buildings of the Association as should be necessary for such a school, without cost, except the upkeep of the buildings while in actual use by the school.

This offer was accepted, and in accordance with recommendations of the General Assembly, a Board of Trustees was appointed in the fall of 1915 by the Synods of Virginia, North Carolina, Alabama, Tennessee and Appalachia, for the purpose of establishing and managing the proposed school. In the fall of 1916, additional trustees were appointed from the Synods of West Virginia, Louisiana, and Florida to co-operate with those mentioned above.

PURPOSE AND ORGANIZATION

The Assembly and Synods recognized the need of a Normal School under the direction of a Presbyterian Board to prepare teachers especially trained to work in our church schools. It is becoming more and more difficult to find well trained Christian teachers, with a thorough knowledge of the Bible, to fill these positions. More thoroughly prepared teachers is the greatest need of the whole school system. The Montreat Normal School, therefore, was established with a definite purpose: namely, that it should bear to the church schools the same relation that the State Normal bears to the public schools. It is believed that schools which lay

emphasis on the thorough training of teachers and the development of Christian character will do much to counteract one of the serious perils of our day—secularization of education.

In our many excellent denominational schools, the charge for board and tuition, together with extra expenses, while moderate in proportion to the cost of maintenance of such schools, still is prohibitive for many young women, and especially for the girls in our mission schools. Most of our Presbyterian schools are generous in the way of providing scholarships and permitting students to pay part of their expenses by services done in the school. In Montreat the cost is the same for all, as low as it can be made, and all students have their share in the service, as part of their training in all departments of household management. Under this plan a real equality exists among the students, there is no place for snobbishness, and a true democracy exists.

It is the purpose of the Montreat Normal School to have only teachers of the highest rank, both as to scholarship and Christian character, to offer the best advantages in Christian education at the lowest cost, thus bringing these advantages within the reach of any girl who desires such advantages. This is made possible through the liberal gifts of those that are interested in the work.

Particular emphasis will be laid on the Normal Course. The curriculum and organization of the school is planned, not only to train in the best methods of teaching, but to give a wide and scholarly knowledge of the subjects to be taught, and above all to instil in each student the highest ideals of life and character. To give practical efficiency is the aim of careful training in Household Economics and Management, with constant practice in every-day housekeeping.

The ability to put a house in order and to keep it so; to understand and put in practice the ideal of the House Beautiful is the spiritual element in housekeeping.

BUILDINGS AND EQUIPMENT

The Montreat Hotel is used as the school building. On the first floor are the assembly room, reading room, and classrooms. The upper floors are used for a dormitory. The bedrooms are pleasantly located, comfortably furnished, and lighted by electricity. The dining room is spacious and attractive. A library of several hundred volumes of standard books is open in the building to the students. The reading room is furnished with several magazines of the first class, our Presbyterian Church papers, and several daily papers, for the use of the students. Students have access, also, to the Cora A. Stone Memorial Library in Montreat.

THE FACULTY

Miss Frances M. Bowman, the Principal, a graduate of the University of Chicago, has had many years' experience in different schools. She was for fourteen years Lady Principal of Glendale College, a well-known Junior College in the suburbs of Cincinnati.

Mrs. Richard B. Willis is well-known in the southwest as an educator. For a number of years she was Principal of the Searcy Institute for young ladies in Arkansas. She has always been a student, and in the University of Arkansas, and with private work she has made special study of her preferred subjects.

Mrs. Mary M. Miller studied three years at Bryn Mawr College, giving special attention to Latin. She has taught most successfully for a number of years and is a thorough and skillful instructor.

Miss Irena Foreman is a graduate of Lake Erie College, Painesville, Ohio, and holds a certificate of education from that college in recognition of special study of Normal Methods. For the past four years she has taught with great success. Miss Foreman has also given special attention to physical training and directing school plays.

Mr. and Mrs. Crosby Adams, who have charge of the department of music, have been prominent in musical educational work in Chicago for twenty-one years, and this long service has made their names familiar in many parts of the country. Mr. Adams is a choral conductor, and Mrs. Adams' name as a composer is almost a household word. As educators they have touched many lives. During the past season frequent opportunity has been afforded the pupils to enjoy Musicales in the home of Mr. and Mrs. Adams.

GENERAL CONDITIONS OF ADMISSION

The applicant for admission must be prepared to enter at least the eighth grade. She must be recommended by her pastor or some other responsible person, and must bring with her a certificate of health, signed by her physician.

Unless applicant presents a certificate from an accredited school, stating the work she has done there and signed by the principal, she will be examined as to her fitness to enter the class she desires. These examinations will be given on Tuesday, September 10th, at the school building in Montreat. Entrance examinations later than this are subject to a fee of two dollars.

Mature students may enter on probation, and if unable or unwilling to do the work required will be privately asked to withdraw.

COURSES OF INSTRUCTION

Two courses are offered leading to a certificate or a diploma: the Normal Course, and the course in Domestic Science and Household Management. The minimum requirement for entrance to either course is fourteen units of High School work, or its equivalent. This credit with two years' work along Normal School lines, at least eight units, entitles to a certificate. For a diploma, sixteen units of High School work and two years of Normal School work is required.

COLLEGE PREPARATORY COURSE

ENGLISH

First Year—Review of Grammar; study of English Composition with frequent themes. Reading Course: Lays of Ancient Rome; Irving's Sketch Book; Lamb's Tales from Shakespeare.

Second Year—Woolly's Handbook of English Composition. Frequent themes, original, and based on classics read. Reading Course: Lady of the Lake; Ivanhoe; Ruskin's Sesame and Lilies; and other classics.

Third Year — Rhetoric, Narration and Description; frequent themes. Reading Course: Idylls of the King; one or two of Shakespeare's Plays, with careful study of forms of composition.

Fourth Year — Halleck's English Literature. Reading Course: Macbeth; Carlyle's Essay on Burns; and other classics. Attention paid to exposition and argumentation in theme work and debates.

HISTORY

First Year—Ancient History; with parallel readings of myths and legends; a study of the development of government, law, and religion.

Second Year—Mediæval and Modern History; with emphasis on the rise and development of modern nations.

Third Year—History of England; England as the mother country of America.

Fourth Year—The development of Western Europe; with special study of tendency to democratic forms in government and religion; the Reformation and the Oxford movement.

MATHEMATICS

First Year—Arithmetic reviewed and Algebra begun.

Second Year—Algebra completed.

Third Year—Plane Geometry.

Fourth Year—Choice between a review of Mathematical Course and the course continued in Solid Geometry and Trigonometry.

LATIN

First Year—Beginner's work; thorough study of forms; direct method used to enliven classroom work; during second term, simple reading.

Second Year—Caesar's Gallic War, four books, or the equivalent; sight reading; Latin Composition; and careful work in Grammar forms and syntax.

Third Year—Cicero, six orations; sight reading; syntax and Latin Composition.

Fourth Year—Virgil's *Æneid*, Books I-VI; Prosody and Latin Composition.

SCIENCE

First Year—General Science.

Second Year—Physiology and Botany.

Third Year—Physical Geography.

Fourth Year—Physics or Domestic Science.

MODERN LANGUAGES

French or German may be substituted for ancient languages or for Domestic Science.

BIBLE COURSE

This course is the equivalent of one-half unit and is required throughout the whole four years.

First Year—A study of the Pentateuch, with emphasis on the development of the Hebrew nation, especially in religious and ethical consciousness.

Second Year—History of the Jews; I. and II. Samuel; I. and II. Kings and Chronicles; Isaiah, Daniel, Ezra, Nehemiah; with emphasis on development in organization of worship and government.

Third Year — Life of Christ and foundation of the Christian Church.

Fourth Year—Poetic Books.

NORMAL COURSE

Minimum entrance requirement, fourteen units of High School work, or its equivalent.

ENGLISH

Junior—American Literature, with emphasis on Southern Authors. Themes. The Development of the Drama, with a study of Modern Drama.

Senior — Nineteenth Century Prose. Themes. Book Reviews.

PSYCHOLOGY AND PEDAGOGY

Junior—A course of Elementary Psychology with careful study of physiological basis of mental facts and of consciousness as

means of adaptation to environment. Pedagogy course in form of lectures and observation of actual teaching.

Senior—Further study of Psychological principles with some experimental work.

Pedagogy—Study of History of Education, with text book, and lectures on school management. A general review of grade work with the best methods of class work and a study of school organization.

BIOLOGY AND NATURE STUDY

The aim in these subjects is to make the student familiar with the structure, habits, etc., of living matter in all forms of plant and animal life, and to bring out best methods for relating school with nature and her laws. Laws of heredity and the influence of environment emphasized.

HISTORY

At least one course in History will be required, preferably American Constitutional History with Civil Government.

ECONOMICS

To relate school with the business world, a teacher must understand the fundamental laws of Economics. One course is required.

ETHICS

A definite knowledge of the laws of conduct is a necessary part of a teacher's training. Therefore, one course in Ethics is required.

HOME ECONOMICS

One unit is required in this course, with a study of methods of teaching. Further study is optional.

BIBLE

Junior—The Pauline Epistles, with a study of the propagation of the Gospel, and the general world conditions in the first century after Christ.

Senior—Church History to the time of the Reformation.

MATHEMATICS

Junior—Solid Geometry and Plane Trigonometry.

Senior—Analytics and Differential Calculus.

Advanced Mathematics, Latin and Modern Languages are optional with candidates for a Normal Certificate.

COURSES OF STUDY

COLLEGE PREPARATORY COURSE

Year	English	History	Mathematics	Science	Foreign Languages	Bible
I.	Review of Grammar 5 English Composition, Classics	Ancient History 5	Arithmetic 5 Algebra	General Science 3	Latin 5	Bible 2
II.	Rhetoric 5 Classics Themes	Medieval and Modern History 3	Algebra 5	Botany 5 Physiology	Caesar 5 or French or German 5	Bible 2
III.	Rhetoric 5 Classics Themes	English History 3	Plane Geometry 5	Physical Geography 5	Cicero 5 French or German or Household Economics	Bible 2
IV.	English Literature 3 Themes 2	History of Western Europe 3	Review 3	Physics 5 or Household Economics 4	Vergil 5 French or German 5	Bible 2

Physical Culture required throughout the course. Choral Singing required for two years. Certificate given on completion of above course equivalent to diploma from first-class High School.

OPTIONAL COLLEGE COURSE

Year	English	Mathematics	Foreign Language	Economics 3	Psychology 3	Biology 3	Bible 2
Junior	American Literature, Development of the Drama Themes 3	Solid Geometry Trigonometry 3	Latin or French 4 or German	Economics 3	Psychology 3	Biology 3	Bible 2
Senior	19th Century Literature (or an equivalent)	Analytical Geometry 3 Differential Calculus	Latin or French 4 or German	American Constitutional History Civil Government 3	Psychology 2	Ethics 3	Bible 2

This course, preceded by the Preparatory Course above or by sixteen units of High School work, leads to diploma.

COURSES OF STUDY

NORMAL COURSE

MINIMUM PREREQUISITE, FOURTEEN UNITS OF HIGH SCHOOL WORK

Year	American Literature Development of the Drama Themes	Psychology 3 Pedagogy 1	Economics 3	Biology 3 Nature Study	Mathematics or History or Foreign Languages 3	Home Economics Methods of Teaching 4	Bible 2
Junior							
Senior	19th Century Literature 3 Themes	Psychology 2 Ethics 3	American Constitutional History 3 Civil Government	History of Education 3 School Management 2	Review of Grade Work with Methods and Practice	Home Economics 2 Household Management 2	Bible 1

For a Normal Course Diploma, sixteen units of High School work plus the course outlined above is required. A certificate will be given for fourteen units of High School work plus eight units of the above Normal Course.

COURSE IN HOUSEHOLD ECONOMICS

Year	English 3	Psychology 3 Pedagogy 1	Biology 3	Economics 3	Sewing 4	Cooking 4 Household Management 2	Bible 2
Junior							
Senior	English 3	Psychology 2	Chemistry 5	Ethics 3	Sewing 4	Cooking 4 Household Management 2	Bible 1

Required for a diploma in this course: sixteen units of High School work plus the course outlined above. A certificate will be given for fourteen units of High School work plus eight units of the above course.

COURSE IN HOUSEHOLD ECONOMICS

Entrance conditions and courses in English, Psychology. Ethics and Biology are the same as in the Normal Course. Special requirements are: one year of Chemistry; two years of sewing; two years of cooking; two years of household management.

Any student desiring to do regular college work rather than special work in either Normal Training or Domestic Science will substitute work in the Languages and Mathematics for work in Pedagogy and Domestic Science.

PHYSICAL CULTURE

Every student is required to take work in Physical Culture twice a week during the time she is attending school, unless excused by the instructor and the principal of the school.

MUSIC DEPARTMENT

Under the skilled direction of Mr. and Mrs. Adams this department furnishes unusual opportunities for study of music. Lessons are given individually or in class, in piano and theory of music.

Mr. Adams directs the choral class which meets once a week at the school and once a week at the church. This work in choral singing is most valuable, not only in developing the singing powers, but as increasing the student's power of self-expression.

HEALTH AND MEDICAL ATTENTION

An experienced physician looks after the health of the students and gives medical attention when needed. If a trained nurse is needed, one may be quickly secured.

RELIGIOUS LIFE

The whole tone and influence of the school is calculated to develop Christian character in the students. The emphasis on Bible study, regular attendance at Church and Sunday School, the Vesper Service at the school on Sunday evenings, as well as the earnest talks at Chapel exercises every day, are some of the direct efforts in that direction.

THE STUDENT ORGANIZATION

The student body have organized themselves into what they call the Students' Organization of the Montreat Normal School. They have adopted as their motto: *Esse non Videri*. This organization through its Executive Committee appoints permanent committees

to take the lead in the student activities during the year, with an advisory member chosen from the faculty for each committee.

The former Literary Society—the Margaret Preston Society—is merged into this organization under a literary committee with the Instructor in English as advisory member. There is a dramatic committee, a music committee, an athletic committee and a Red Cross committee.

Under this plan some very creditable work is done and interesting programs are given during the school year. This organization is also the medium through which public opinion is brought to bear upon any student who does not come up to the adopted standard.

In addition to this organization, a Round Table, composed of students and teachers who live in the house, meets once a week to discuss matters of interest and importance to the school. This Round Table may propose changes in routine or new house regulations, which are taken up for consideration by the Faculty. The Faculty are the court of final appeal and the executive body.

EXPENSES—REGULAR

Board and Tuition for year of nine months.....	\$225.00
Payable September 11th.....	125.00
February 3rd	100.00
Tuition for day pupils.....	50.00
Payable September 11th.....	25.00
February 3rd	25.00

It is the design of the school to put the best educational advantages within the reach of any capable and well recommended girl. And this is made possible by granting scholarships to girls who cannot pay the regular rates. These scholarships reduce the expense from \$225.00 to \$125.00.

Special rates for board and tuition for year.....	\$125.00
Payable September 11th.....	75.00
February 3rd	50.00

Application for a scholarship may be made to the principal by any applicant for admission to the school. Application must be accompanied by recommendation from the pastor or other responsible person. The application will be considered by the committee who has charge of the assignments.

FURTHER STUDENTS' AID

In addition to the scholarships, a loan fund is provided, out of which a student may borrow a sum, not to exceed \$100.00, without interest, for several years. For details see paragraph on page 18.

In a few cases the student may pay her board by service in a private family. During the summer employment may be had in the hotels at Montreat.

There are other plans in progress for assisting earnest students who are preparing themselves to teach. When students enter as much as a month late they are charged from the date of entrance.

OTHER EXPENSES

Laboratory fees for the year, nine months:

Physics	\$ 5.00
Chemistry	10.00
Biology50
Cooking	2.00

Classes in sewing pay for material used.

Deposit for medicine, breakage, etc.....	\$ 2.00
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Due September 11th. To be returned in June if not used.

MUSIC

The study of the piano is under Mrs. Adams' direction. Individual lessons with her are \$2.50 per lesson. Those who cannot arrange for this rate can study with her assistant teacher, Mrs. W. J. Sechrest, who will give weekly lessons. In addition to these the whole class will meet twice a month with Mrs. Adams for general review, ensemble practice and repertoire. Tuition for Mrs. Sechrest's individual lessons, together with the class lessons with Mrs. Adams, will be \$20.00 for the term of eighteen weeks.

The Choral Class of the Normal, directed by Mr. Adams, is devoted to the study of sight-reading, part-singing and song literature. The fee for this class is a nominal one and dependent on the number in the class. The students of this class will be eligible for complimentary membership in the Montreat Choir, who participate in the church service each Sunday. Rare musical literature is studied for these occasions.

PIANO LESSONS

Individual with Mrs. Adams, a week.....	\$ 5.00
Individual with Assistant, per semester.....	20.00
In class of five with Mrs. Adams, a week.....	1.00

CHORAL CLASS

Fee depends on number in the class

Use of piano for practice, nine months.....	\$ 5.00
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LAUNDRY

(not more than 12 pieces, including bed linen, etc.)

Washing only, a week.....	\$.30
In advance for year (9 months).....	10.00
In advance for term (4½ months).....	5.00
Washing and ironing, a week.....	.50
In advance for year (9 months).....	18.00
In advance for term (4½ months).....	9.00

Students should have all clothes plainly marked, and bring two clothes bags with name on outside. Students furnish their own towels, table napkins, bed linen and covers.

BOOKS

New Books will be ordered at publisher's prices plus the express charges. Many second-hand books may be had at half price. Books may be rented at 25 cents a term, 50 cents a year.

GENERAL RULES

All letters or telegrams requesting a student's absence from school for any length of time must be sent to the principal. Prompt attention will be given. No student may absent herself from school without a written request from parent or guardian. Honorable dismissal will not be granted to a pupil leaving school without permission from the principal. If it becomes necessary to withdraw a pupil from school, arrangements must be made by parent or guardian with the principal.

Each student must leave in the office a list of her correspondents, approved and signed by parent or guardian. All letters and packages sent or received by students pass through the office and must be marked with the sender's name. It is best not to send food to students. Fresh fruit may always be bought by them and money can be spent to better advantage by the student for fresh food. Many cases of indigestion and even ptomaine poisoning are the direct result of eating food too long shut up in boxes or kept in close bedrooms.

Callers, if identified, may see the student upon whom they call, but may meet no other student without introductory letters to the principal.

No permissions to be absent from school will be granted in response to telephone messages. The request must be made by letter or telegram.

GENERAL INFORMATION

A student may enter school at any time, but the best times are September and February, at the beginning of the first or second semester. Charges will be made from the date of entrance.

No uniform is worn, but a convenient style of dress is a dark skirt with white or colored wash shirtwaist or middy blouse; for evening a white wash skirt with white blouse; for church and outdoor wear, a simple dress and rather heavy coat. Good stout shoes are needed for walking and lighter shoes for house wear. Every student must have overshoes and umbrella, bathrobe and bedroom slippers.

HOW TO REACH MONTREAT

The nearest railroad station is Black Mountain, on the Southern Railway. From Black Mountain an auto line brings one to Montreat at the cost of twenty-five cents for passenger and twenty-five cents for trunk.

If the pupil will write to the principal just when to expect her, arrangements will be made for her to be met at Black Mountain.

For any further information write to Miss Frances M. Bowman, Box 27, Montreat, North Carolina.

SCHOLARSHIP LOAN FUND

It often happens that girls, highly recommended by their schools as strong, capable students, and anxious to fit themselves for Christian service, especially teaching, are unable to pay even the small tuition charged. To keep such girls as these and give them the opportunity to help themselves, the Board of Trustees is establishing a loan fund from which a sum, not exceeding \$100.00 a year, may be lent, not to be paid for at least three years after the girl leaves school. There will be no interest during these years. In exceptional cases money may be given outright from this fund to assist a deserving girl, when in the opinion of the scholarship committee it seems advisable. This loan when paid back goes into the scholarship fund and becomes thus available for the use of other girls.

In order to increase this fund the scholarship committee are organizing a Montreat Students' Aid Association with a membership fee of \$2.00 a year.

Co-operation and assistance in adding to the fund would be received very gratefully by the committee who have charge of this work and they will handle donations entrusted to them most carefully and use the money where it will do most good.

Several girls who have been helped in this way during this year have made good and are an example of how much good might be done with a larger fund to draw on. Send subscriptions to Rev. R. C. Anderson, Treasurer.

SCHOLARSHIP LOAN FUND COMMITTEE,
REV. R. C. ANDERSON, Chairman,
MISS F. M. BOWMAN, Principal,
MRS. R. B. WILLIS, Dean.

ROLL OF STUDENTS FOR 1917-18

Alexander, R. B.	Montreat.
Archer, Cornelia	Montreat.
Barfield, Sibyl	Holcomb, Miss.
Crosland, David	Rockingham, N.C.
Dillingham, Attie	Black Mountain, N.C.
Dillingham, Dell	Barnardsville, N.C.
Ellis, Christine	Chattanooga, Tenn.
Fowler, Jennie	Woodruff, S.C.
Funderburk, Arlivia	Monroe, N.C.
Hardwick, Adrian	Montreat.
Hardwick, Mary	Montreat.
Hudson, Oliver	Montreat.
Hudson, Harry	Montreat.
Kilgore, Clara	Simpsonville, S.C.
McCain, Hubert	Montreat.
Miller, J. Rockwith.	Montreat.
Russell, Lillian	Polkton, N.C.
Smith, Mattie	Farmville, N.C.
Steiner, Ruth	Black Mountain, N.C.
Warner, Ruth	Montreat.
Watson, Grace	Greenville, S.C.
White, Jean	Fayetteville, N.C.
White, Florence	Columbia, S.C.
Whitson, Mary	Swannanoa, N.C.
Wyly, Lawrence	Montreat.
Wyly, Lula	Seneca, S.C.

MUSIC STUDENTS

Piano

Archer, Cornelia	Steiner, Ruth
Barfield, Sibyl	Warner, Ruth
Bowman, Frances K.	Watson, Grace
Ellis, Christine	Wyly, Lawrence
Hardwick, Mary	

Choral Class

Archer, Cornelia	Hardwick, Mary
Barfield, Sibyl	Russell, Lillian
Bowman, Frances K.	Smith, Mattie
Dillingham, Attie	Steiner, Ruth
Dillingham, Dell	Warner, Ruth
Ellis, Christine	Watson, Grace
Fowler, Jennie	White, Jean
Funderburk, Arlivia	Wyly, Lawrence

STUDENTS' ORGANIZATION

President	Grace Watson
Vice-President	Mary Whitson
Secretary	Oliver Hudson
Junior Red Cross Secretary.....	Clara Kilgore

